



Developing a Safeguarding Adults Policy



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This guide is intended for organisations who do not currently have a safeguarding adults policy or who wish to update their existing policies and practice guidance. Some areas in this document have been hyperlinked to relevant websites to aid policy development.

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Introduction

When developing your safeguarding adults policy, it must comply with the following:

- Southend, Essex and Thurrock Safeguarding Adult Guidelines
- Care Act 2014
- Care and Support Statutory Guidance
- Mental Capacity Act (MCA) 2005
- SET MCA Policy and Guidance

Policy Statement

It is our policy to comply fully with the safeguarding requirements of the Care Act 2014 as expressed in the statutory Care and Support Guidance, and any revisions that may be made to the guidance. This document sets out our approach to doing so.

Aims

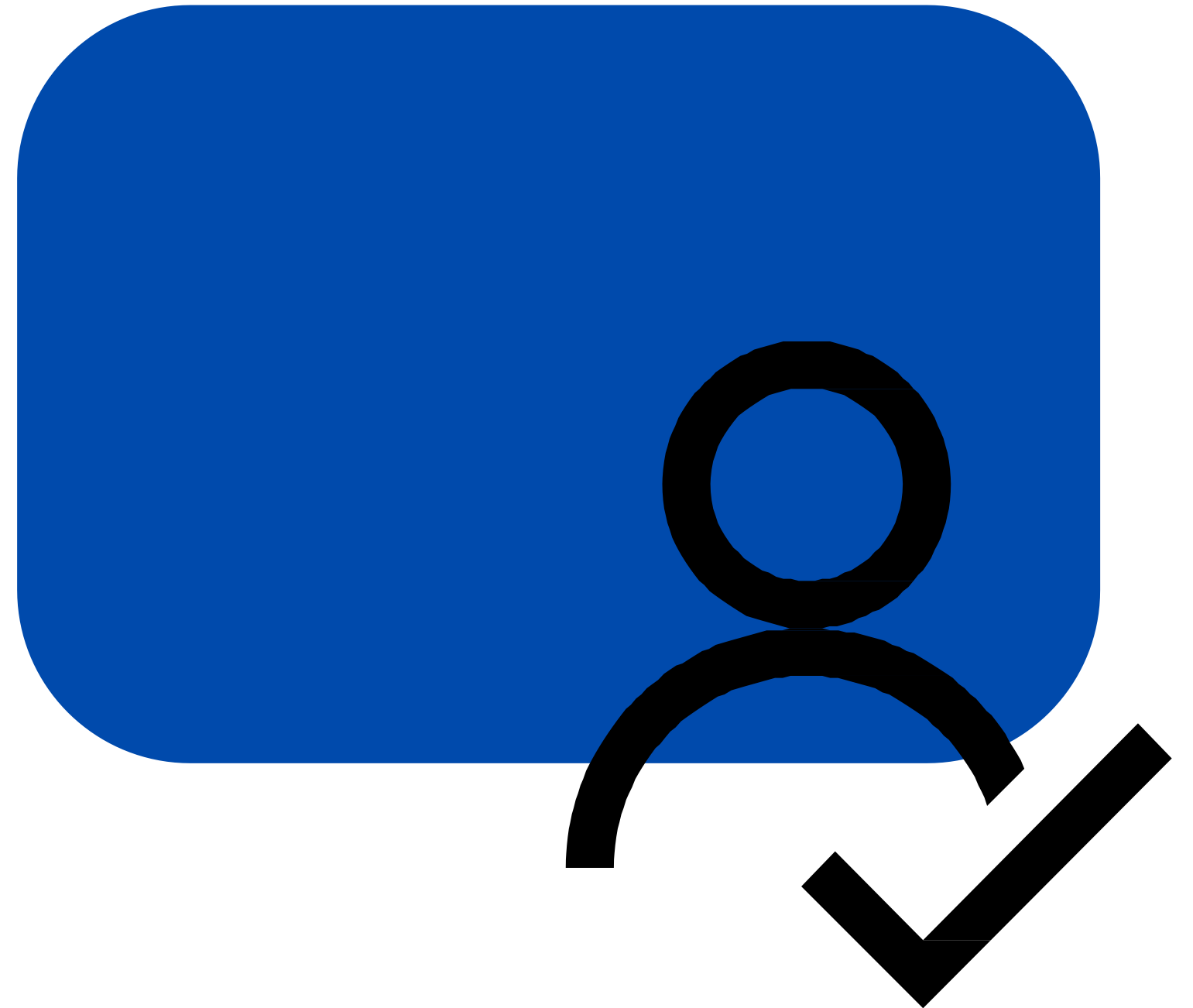
To include:

- Ensuring that the wellbeing of adults is paramount at all times.
- Maximising people's choice, control and inclusion and protecting their human rights.
- Working in partnership with others in order to safeguard adults.
- Ensuring safe and effective working practices are in place.
- Supporting staff within the organisation.

Scope

This policy applies to anyone who is employed by the organisation or who has a contractual relationship with the organisation.

For example, permanent, seconded, temporary staff, contractors or volunteers.



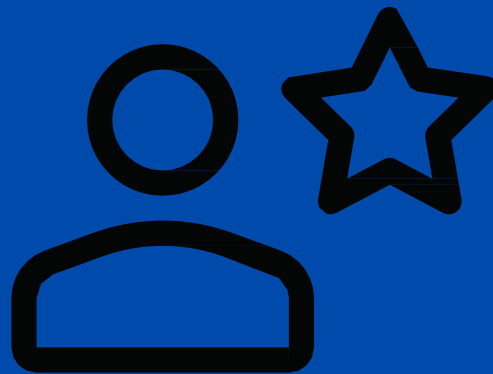
The safeguarding duties apply to an adult who:

- (A) has needs for care and support (whether or not the authority is meeting any of those needs),
- (B) is experiencing, or is at risk of, abuse or neglect, and
- (C) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.



Monitoring



Who is the
named lead?



Who will be
responsible
for
monitoring
the policy?



Who has
approved the
policy?



How often will it
be reviewed?
What are the
monitoring and
review
arrangements?

Abuse Types

Physical abuse: may include Assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions, unauthorised restraint, physical punishments, making someone purposefully uncomfortable, involuntary isolation and confinement

Domestic abuse: may include Physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse, psychological, emotional or other abuse; so-called “honour” based violence and forced marriage

Sexual abuse: may include Rape, sexual assault, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual acts to which the adult has not consented or was pressured into consenting

Psychological abuse: may include verbal abuse, emotional abuse, threats, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, isolation or withdrawal from services or supportive networks

Financial or material abuse: may include Theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits, misuse of power of attorney, rogue trading

Modern slavery: encompasses slavery, human trafficking, sexual exploitation, forced labour and domestic servitude

Discriminatory abuse: includes an individual being treated less favourably than others due to their race, gender, religion or belief, disability, or sexual orientation, being given fewer opportunities, being called names or isolated

Organisational abuse: involves the collective failure of an organisation to provide an appropriate service to adults with care and support needs. It includes a failure to ensure the necessary safeguards are in place to protect adults and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other providers of care

Neglect (including acts of omission): may include ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, food, drink, and heating


Self-neglect: includes a wide range of behaviours neglecting to care for one’s personal hygiene, health or surrounding and includes behaviour such as hoarding

Care Act
2014



Responsibilities: Lead / Organisation

To include:

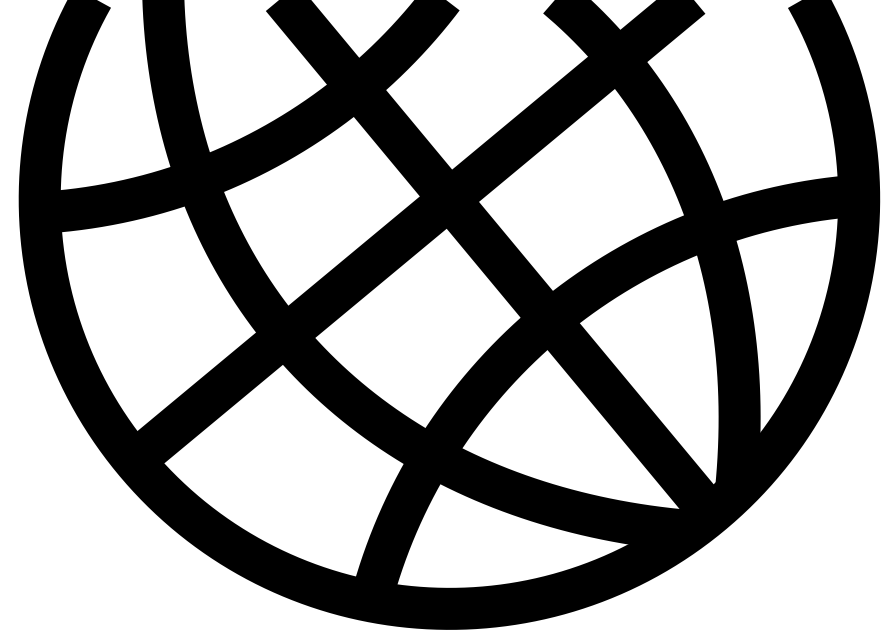
- To sign up and accept the principles set out within the Southend, Essex and Thurrock Safeguarding Adults Guidelines.
 - To take action to identify and prevent abuse from happening.
 - Respond appropriately when abuse has or is suspected.
 - Ensure the safeguarding adults procedures are followed.
 - Provide support, advice, information and resources to staff in responding to safeguarding adult issues.
 - Inform staff of any local/national issues on safeguarding adults.
 - Ensure staff are aware of their responsibilities to attend training and to support staff in accessing these events.
 - Ensure the organisation has a dedicated staff member with an expertise in safeguarding adults.
 - Ensure staff have access to appropriate consultation and supervision regarding safeguarding adults.
 - Understand how diversity, beliefs and values of people who use services may influence the identification, prevention and response to safeguarding concerns.
 - Ensure information (in accessible formats) is available for people that use services setting out what to do if they have a concern.
 - Ensure all employees who come in contact with adults have appropriate safer recruitment employment checks in line with the requirements of the Disclosure and Barring Service, such as obtaining references.
 - Ensure staff are supported if they make a disclosure under the Public Interest Disclosure Act.
- 

Responsibilities:

All Staff

To include:

- Follow the safeguarding policies and procedures at all times, particularly if concerns arise about the safety or welfare of an adult.
- Participate in safeguarding adults training and maintain current working knowledge.
- Ensure the adult (or their advocate) is involved in any decisions about them.
- Become familiar with the SET Safeguarding Adults Guidelines.
- Discuss any concerns about the welfare of an adult with a line manager.
- Contribute to actions required including information sharing and attending meetings.
- Work collaboratively with other agencies to safeguard and protect the welfare of people who use services.
- Remain alert to the possibility of abuse, neglect and self neglect.
- Recognise the impact that diversity, beliefs and values of people who use services can have.



Training

What are the minimum training requirements for staff within the organisation?

How often should this be refreshed?

The [SET Learning and Development Framework](#) may support the development of this section.





Support for people who are alleged to have caused harm

To include:

- Everyone should be aware that abuse is a serious matter that can lead to a criminal conviction and the police may be informed.
- A risk assessment should be completed to ascertain the level of risk the person may pose to other people and should include whether it is safe for them to continue in their role or any other role within the organisation whilst the investigation is undertaken.
- Checks should be undertaken to see whether the staff member was provided with the right training, supervision and support (whilst this does not condone the abuse, prevention strategies may reduce the risk of it reoccurring).

The following should be considered:

- Organisations Disciplinary Policy.
- Disclosure and Barring Service.
- Professional body such as the Health and Care Professional Council or General Medical Council, relevant commissioners or Care Quality Commission.
- LADO (Local Authority Designated Officer) process.



Support for people who are alleged to have caused harm

Person also has care and support needs

- What support and action may help them not to abuse others, this could include a review.
- Where possible there should be a co-ordinated approach and partnership working.
- Consideration should be given to the balance of power as part of the reporting process.
- Where both parties are receiving a service, staff should discuss cases, consider joint assessment, and support plans where appropriate.

Person is an informal carer

- Consideration should be given to whether the person should be referred for a carers assessment. Where appropriate, it may be necessary to consider domestic abuse perpetrator programmes.

Reporting abuse

It is expected that all staff follow the SET Safeguarding Adults Guidelines - See:

For Southend - www.safeguardingsouthend.co.uk

For Essex - www.essexsab.org.uk

For Thurrock - www.thurrocksab.org.uk

Amend as required



**Within
reasonable
time**



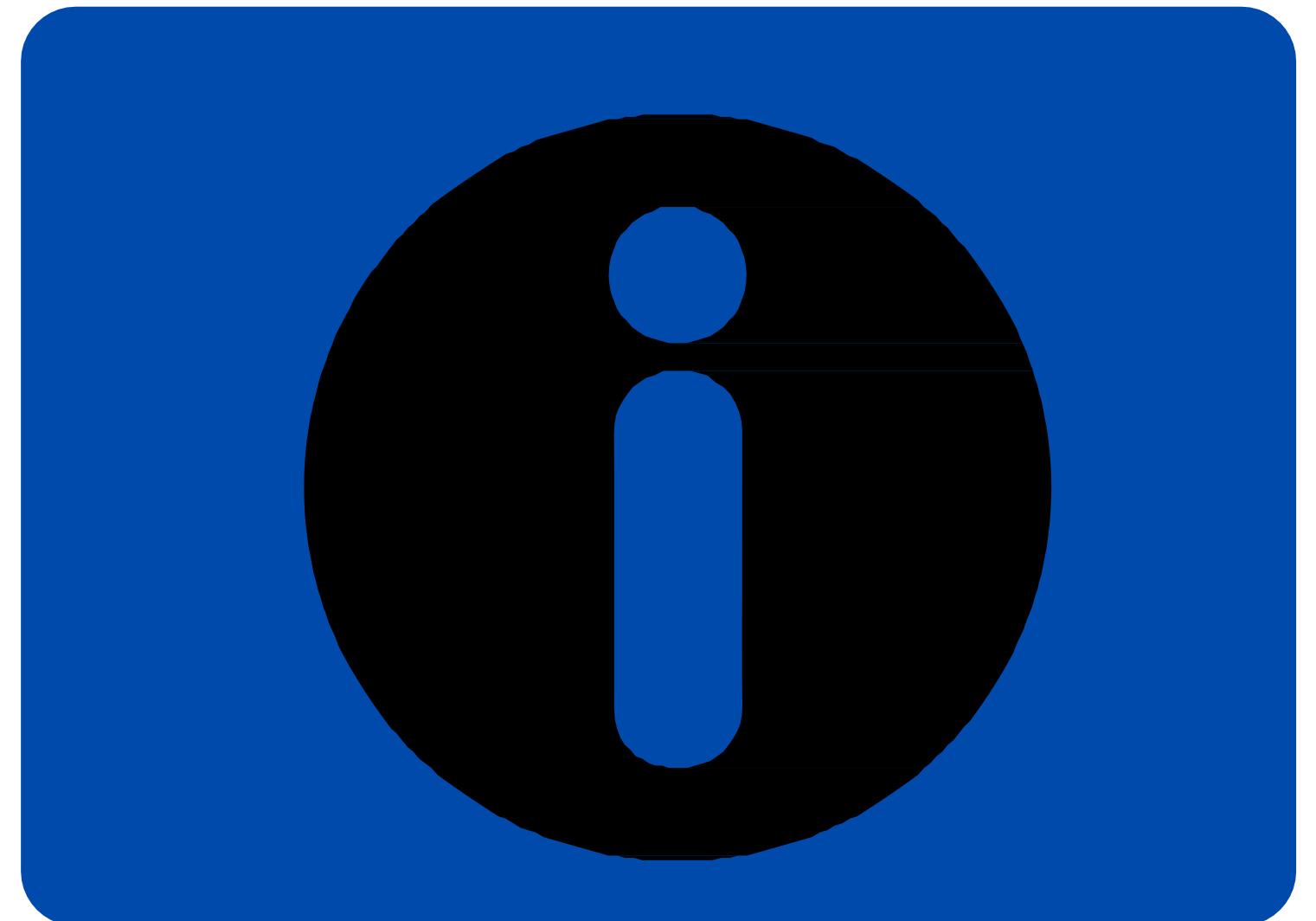
**Following
correct
process**



Information Sharing

This section should be developed in accordance with the Overarching Safeguarding Information Sharing Protocol.

All information sharing policies should ensure that they are compliant with GDPR (General Data Protection Regulations) 2018.



Linked Policies and Legislation

To include:

- Care Act 2014
- Mental Capacity Act Code of Practice 2005
- Deprivation of Liberty Safeguards 2009
- SET Safeguarding Adults Guidelines
- Whistleblowing
- Complaints
- Information sharing
- Safeguarding children
- Domestic violence
- 'Honour' based abuse
- Modern slavery
- PREVENT
- Disciplinary
- Recruitment
- Equality and diversity



Thank You



www.safeguardingsouthend.co.uk

To raise a safeguarding concern in Southend, contact:

Email: accessteam@southend.gov.uk

Phone: 01702 215008

Out of hours: 0345 606 1212

Fax: 0300 123 0779



www.essexsab.org.uk

To raise a safeguarding concern in Essex, contact:

ASC Safeguarding Portal:

<https://www.essex.gov.uk/adult-social-care-and-health/report-concern-about-adult>

Phone: 0345 603 7630

Out of hours: 0345 606 1212



www.thurrocksab.org.uk

To raise a safeguarding concern in Thurrock, contact:

Email:

thurrock.first@thurrock.gov.uk

Phone: 01375 511000

Out of hours: 01375 372468

